**Reevaluation**

A reevaluation occurs by law every three years or earlier, if requested by the student’s parent, teacher, or other authority. A reevaluation occurs to determine continuing need for special education services. Possible rationale for reevaluation: three-year requirement, parent/school request, change of category, change in placement, or termination of services. If a student appears to no longer need special education services, a reevaluation must occur in order to exit the student from special education.

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| **PROCEDURES** | | **RESPONSIBILITY** | **TIMELINE** |
| 1. | Written notice of reevaluation is sent to the parent/guardian. | Evaluation Team | Prior to the 3 - year anniversary date of the previous eval., and when a request is made. |
| 2. | Parent consent must be obtained unless: | Evaluation Team |  |
|  | a. The team reviews existing data and decides the student continues to qualify based on that data. The team notifies the parent that no additional data is needed to determine eligibility, the reasons for the determination, and the right of the parents to request an assessment to determine continued eligibility. |  |  |
|  | b. Tests administered to the student are administered to every student (e.g., WASL, ITBS, etc.) |  |  |
|  | c. The team can demonstrate that it has taken reasonable measures to obtain that consent, and the student’s parent has failed to respond. |  |  |
| 3. | At the reevaluation planning meeting the following are determined: | Evaluation Team, Including the Parent |  |
|  | a. Areas to be covered, to be evaluated, and/or reviewed. |  |  |
|  | b. The date by when all data are to be completed and given to the team member assigned to summarize the data a report. |  |  |
| Note: Reevaluation in every area may not be required. The team determines what is replicate; however, each area needs to be addressed. | | | |
| 4. | Notification of results of reevaluation is sent to the parent(s). Notification must include the following information: | Evaluation Team | Within ten calendar days |
|  | a. If the student continues to be eligible |  |  |
|  | b. If any additions or modification to special education services, and any necessary related services, are needed to enable the student to meet the measurable annual goals and to participate in the general education curriculum. |  |  |
| 5. | When a determination is made that the IEP is no longer appropriate, an IEP team meeting shall be convened in a timely manner. | Evaluation Team |  |